

Torch Safety Services Health, Safety and Environment Site Inspection Criteria Chart

Subject	Stop Work Immediately					Stop Work and Rectify					Minimum Expected					Above Average					Best Practice				
	1					2					3					4					5				
Site Standards	Works at Height	Correct access equipment in use, towers properly erected, scaffold handover certs issued. Tagging systems in place. Stepladder use confirmed by risk assessment. Ladders footed as required. SG4-10 being followed. Designs in place.	Foreseeable risk of injury to workers / visitors or building users. Due to fall on men, materials, tools or equipment. Incomplete scaffolds or defective access equipment.	Incorrect access equipment in use. Access equipment poorly erected. Guard Rails, Hand rails and toe boards missing. Ladders not footed. Top three steps in use. Proof of competence not available for PASMA, CSCRS, IPAF etc. Excessive debris on platforms. Lack of design scaffold where required. Lack of pull test information.	Method Statements / Risk Assessments in place and signed by the work team. Scaffold plan or design available. Correct access equipment in use. Scaffold registers in place. All competency cards held on site. Handover certs for all elevations. Pull test information available. All erected to SG4-10 standards being followed using safe steps. Design scaffold in place where needed.	As 3 + Scaffolds in place signed and in date. Men Working overhead signage displayed. SWL displayed on leading bays. Clear segregation below working area. Harnesses being worn as required. (Scaffolds and MEWPS) Weekly inspections clearly indicating each scaffold being inspected. Roof permit in place	As 3 + 4 plus - Advanced Scaffolder as part of the erection team. Harness inspection regime being followed. Rescue procedures in place for fall arrest systems being used "gotcha" system or equivalent. Any further best practice measures to be noted on the Inspection Form.																		
	Asbestos	Refurbishment & Demolition survey carried out and Asbestos areas identified in site plan. Asbestos present licensed removals being used HSE have been notified, training records obtained and following the plan of removal.	Foreseeable risk of inadvertent exposure to asbestos by workforce or members of the public / building users. No asbestos survey information held on site.	Asbestos survey insufficient or level of survey not applicable to work being carried out. Workforce not aware of survey information. Asbestos stripping works insufficient. Air locks not acceptable. Lack of asbestos awareness training in place. Plans not signed by Management Team.	Refurb and demolition survey, on site and available, and checked against areas of works. Stripping works being carried out in a satisfactory manner. Hazardous waste being disposed off correctly. All ACMs clearly marked and workforce aware of all locations. Asbestos information available on site. Competence cards in place for asbestos awareness or removal	As 3 + Any abating works has been fully air tested and records held on site. Lockable skips in use and waste transfer records available. Three stage air lock is in excellent condition and full decontamination procedures are being followed. HSE notification held on site. Non licensed Notifiable Material details in place.	As 3 + 4 plus Tool box talk / Method Statement briefing held regarding any ACM removal work signed by all members of the working team. Full documentation package is held on site and excellent evidence of the location of ACMs integrated into the Site Induction. Any further best practice measures to be noted on the Inspection Form.																		
	Demolition / Soft strip	Demolition plan being followed, structural information available (if required). Approved demolition contractors being used with the required competence certification. All operatives asbestos awareness trained. Propping details in place	Foreseeable risk of injury or incident due to poor demolition work being carried out. No training records for operatives involved in major demolition projects. Lack of asbestos awareness training for ALL involved.	Insufficient propping. No temporary works plan or correct operating procedures being followed method statements not being followed. Waste control activities insufficient.	Demolition plan, method statements and structural information available and being followed correctly. Propping details being followed and temporary works procedures being observed. Temporary screens in place for dust control and cross contamination,	As 3 + Training records of all operatives held on site. Good segregation being shown to protect the work area from unauthorised access. Signage erected is clear and concise	As 3 + 4 plus Temporary works permit controls. Propping details drawings are on site and displayed clearly. Highest standards of control are being observed by all those involved in Demolition works. Any further best practice measures to be noted on the Inspection Form.																		
	Edge Protection	In place, suitable and sufficient. All openings (including floors) protected and barriered	Foreseeable risk of injury from falling due to inadequate or missing edge protection. Openings in floors, lift shafts unprotected.	Edge protection not suitable or sufficient to prevent the fall of men, materials or plant. Use of barrier tape when a more rigid barrier is required.	Adequate edge protection in place. Lifts fit for purpose and in use adjacent to excavations. Registers complete and Method Statements and Risk Assessments for edge protection in place	As 3 + Warning signage clearly posted. Stop blocks in use adjacent to excavations. Roof permit in place. Copies of mansafe system testing available on site. Restraint Harnesses being used where necessary near exposed edges. Floor opening protection fixed securely and unobstructed.	As 3 + 4 plus - Edge protection in place for the unloading of vehicles. Collective protection is in place fall arrest systems are the very last resort. Any further best practice measures to be noted on the Inspection Form.																		
	Excavations	Permit to Dig issued. Excavations shored and supported as required. Safe access into the excavations. Spoil stacked away from the sides. Stop blocks and barriers in use as required.	Excavations unsafe and a potential risk of injury due to collapse, depletion of oxygen, lack of shoring, barriers and potential plant entering excavations. No ladder access or egress into open excavations.	No permit-to-dig in place. No (or insufficient) method statements or risk assessments in place. Lack of competence for plant operators and confined space work. Insufficient barriers or stop blocks in place. Shoring not sufficient. Poor access into excavations. Incorrect bucket pins in use.	Method statements - risk assessments in place. Permit-to-dig issued and signed as required. Barriers / stop blocks in place. Shoring in place and adequate. Access points in place for both access and egress. Competence cards in place. Machine and lifting gear certs held on site. Inspection being carried out as required.	As 3 + Warning signs in place. Dewatering being carried out, oxygen monitoring system in use. Detailed site investigation in place. Substantial edge protection and crossing points in place. All PPE being worn and weather protection being used. Lifting gear tagged and matched to site certification. Backfill covered with secure road plates.	As 3 + 4 Plus - Temporary works supervisors in place and all other temporary works requirements being met. Wheelwash facilities on site and sheeting of vehicles leaving site. Natural rainfall or controlled wetting of the exposed surfaces. provided run off is drained and suitably filtered before return to surface water drainage system. Any further best practice measures to be noted on the Inspection Form.																		
	Access/Egress Routes	Access to work areas are identified, clear and unobstructed. Signage displayed to indicate when passing restricted areas. No slip or trip hazards identified.	Foreseeable risk of injury or incident due to none or poor access and egress to working areas or areas where a serious incident has occurred.	Access routes partially blocked or having restricted access. Poorly lit access routes such as stairwells and corridors. Restricted access due to work being carried out with no alternative access available.	All access routes clear and well lit. Access routes clearly signposted including office and welfare locations.	As 3 + Exceptionally high standards of housekeeping ensuring access and egress routes are completely clear of any trailing leads, debris or stored materials. Where work is being carried out in access routes sufficient room has been left to pass around mobile towers, steps, podiums etc.	As 3 + 4 plus regular client liaison meetings and walk rounds in occupied buildings. Swipe card system in use and security patrolled access to and from the work areas. Any further best practice measures to be noted on the Inspection Form.																		
	PPE	Base minimum PPE being worn by ALL & in accordance with relevant risk assessments. Dust masks being worn for cutting and grinding operations. Harnesses checked and inspected.	Foreseeable risk of injury due to non-wearing of the required PPE for general and task specific use.	PPE not being worn as per site rules or for site specific tasks.	Correct PPE being worn as required for all tasks and entry to site. Harness being worn are also clipped on correctly. PPE is in good condition and being worn correctly.	As 3 + Excellent standards being shown with regards to the condition and use of PPE. The correct gloves are being used for the task being completed and the correct grade of ear defenders, dust mask etc.	As 3 + 4 plus PPE issue register is being used correctly. Harness inspection regimes are in place and being checked as part of the work equipment requirements. Any further best practice measures to be noted on the Inspection Form.																		
	Manual Handling	Evidence of use of mechanical aids where practicable. Assessments in place for bulky or unwieldy objects. No heavy items being moved without the necessary controls	Foreseeable risk of injury from incorrect manual handling techniques either to operatives or building users / public.	Materials being handled incorrectly. Bulky or unwieldy materials being moved by a single person. Materials handling insufficiently planned eg. taken downstairs when lifts can be utilised. Lack of assessment where required.	Manual Handling being carried out safely and efficiently. Where required a manual handling risk assessment has been completed and communicated to the work team. Mechanical Aids are being utilised for lifting materials. Tools and equipment. Fire door installation carried out safely. Training records held on site or accessible.	As 3 + Team lifts are being utilised where required. Repetitive tasks are subject to job rotation where required. Task Individual Load and Environment issues have all been considered in assessment document. Evidence of the designing out of heavy / bulky materials.	As 3 + 4 plus hoists being used by competent persons and mechanical means being used in a planned manner with particular regards to the movement of debris and spent materials. Any further best practice measures to be noted on the Inspection Form.																		
	Protection of Public	Barriers erected & maintained to prevent unauthorised access, warning signage in place. Fencing fixed and free from gaps or areas of potential trespass.	Foreseeable risk of injury to members of the public due to unauthorised access.	Lack of or insufficient barriers. No signage erected or insufficient means of warning the public from entering work areas. No access control to access gates and site access in general.	Suitable and Sufficient Protection in place. Clearly signposted and the necessary sheeting, debris netting etc to prevent any ejection of materials into public areas. Gate controls in place preventing unauthorised access.	As 3 + Daily checks being made at start and close of shift noted in site diary. High standards of protection and barriers in use rigid barriers as opposed to barrier tape. Gate controlled at all times when entering site areas.	As 3 + 4 plus security controlled access or turnstile type entrance. Swipe cards / ID cards being used. Regular liaison with the client in occupied buildings. Any further best practice measures to be noted on the Inspection Form.																		
	Noise & Vibration	Minimised at source where possible. Not adversely affecting other employees or public.	Foreseeable risk of damage to hearing or exposure to excessive vibration. Noise controls are hindering the building users or the immediate environment.	Ear defenders not worn. No hearing zones established. Insufficient signage. Excessive vibration levels being reached. Lack of any engineering controls for both noise and vibration.	Correct control measures in place. Hearing zones established and signage displayed. Building users aware of noisy operations. Noise and Vibration risk assessments are in place, appraised and being followed.	As 3 + Noise levels being monitored. Vibration log being completed for all those involved in the use of vibrating tools. Evidence of engineering controls being introduced before PPE introduced.	As 3 + 4 plus Noise meters being utilised for monitoring purposes. Evidence of job-rotation and exposure reduction techniques being followed. Tool box talks held into noise and vibration issues. Any further best practice measures to be noted on the Inspection Form.																		
Hazardous Substances	COSHH assessment in place with identified controls & PPE being utilised. All chemicals and fuels stored appropriately and correctly applied.	Foreseeable risk of injury to workers, members of the public or building users due to exposure to hazardous chemicals	No COSHH Assessments available on site for Hazardous Chemicals being used. PPE requirements not being followed. Incorrect use, handling and transport of Hazardous materials evident. Dust not controlled. COSHH Assessment content NOT communicated.	COSHH assessments in place and all aspects being followed. Storage of unused and disposal of spent materials clearly controlled. All operatives aware of the COSHH assessments location and content. Segregation in place to avoid cross contamination or contact with the public.	As 3 + Evidence of less hazardous material being followed. Temporary screens erected to a high standard where application of Hazardous Chemicals may enter public areas. Lockable storage compartments supplied where hazardous chemicals are stored.	As 3 + 4 plus Tool-box talks held regarding the use of hazardous chemical being used and the controls required. Where mixing of chemicals is required a segregated area is established and signage erected. COSHH assessments signed and agreed by all members of the working party. Any further best practice measures to be noted on the Inspection Form.																			
Fire	Fire points present, escape routes clear & identified, audible alarm systems in place, flammable substances stored correctly	Foreseeable risk of injury or damage due to fire or explosion.	Extinguishers out of date. Escape routes partially or completely blocked. No fire points evident, flammable substances not stored safely. Excessive build of flammable materials present. No fire plan (escape routes, alarm points etc.) produced or posted on site.	Fire points in place and in date, escape routes clear, flammable substances stored correctly. Escape routes plan produced and posted. Weekly check sheets carried out. Alarm raising method communicated and easily available. Site team has trained fire warden. Emergency lighting is available to aid escape.	As 3 + Flammable gases stored in lockable cage with signage attached. Fire extinguishers are fitted to mobile fire points with alarm points attached. Fire alarms are audible in every area of the project. Fire plan clearly identifies the trained personnel and weekly check sheets are completed with points raised and actions.	As 3 + 4 plus Emergency evacuation procedure has been carried out on site. Location of the muster points is known to all on site (question to be asked). Roll call instructions are clear using the site signing in process. Any further best practice measures to be noted on the Inspection Form.																			
Traffic Management	Traffic Management plan in place. Contact between vehicles and persons minimised with suitable and sufficient barriers any remaining risk managed. Clear signage in place with authorised routes and crossing points as required.	Foreseeable risk of collision between vehicular and pedestrian traffic.	No clear segregation between vehicular and pedestrian traffic. Directional signage not posted. Speed limit being broken. No banksman in place whilst vehicles turning or reversing.	Segregation is clear and signage erected demarcation present. Speed limit signs posted. Traffic Management Plan in place where applicable. Banksman in place during turning and reversing.	As 3 + Detailed traffic Management plan available. Trained Banksman recognised by marked hi-viz vest. One way system introduced with park-up laydown area for deliveries established.	As 3 + 4 Delivery drivers informed of any restrictions to site vehicle size and timings. Security control in use. All drivers wearing required PPE and protected from falls from vehicles. Any further best practice measures to be noted on the Inspection Form.																			
Plant & Equipment	All Plant in use has test certification and operated by trained, competent persons (cards held in site office). ROPS fitted as required. Seat belts working. Reversing aids in place. All equipment is tagged inspected in good condition and being used correctly.	Foreseeable risk of injury to workers, members of the public or visitors due to plant operations or misuse of plant and equipment. No examination records of proof of competence applicable to the plant being used. Guards removed or not in place.	Equipment being misused or Plant being used incorrectly or driven in a dangerous manner. Plant or equipment in poor condition. Plant left running or unattended. Plant being loaded with driver on board. Locking pins not in place or wrong type. Safe Working loads being exceeded. No weekly inspections	Plant and Lifting equipment / gear tested thoroughly and certification available. Driver / Operator competence confirmed and copies held on site. SWL being followed. Lifting plan in place and being followed (check list complete). Weekly inspections carried out by the trained operator.	As 3 + Weekly checks noting any defects on plant or equipment. Lifting plans have been communicated and signed by all those involved with the works. Clear segregation and demarcation is in place around the work area and any crush zones identified and access prevented. Action has been taken to remove any operating fumes produced.	As 3 + 4, plus Key controls in place to prevent access by third party or untrained operators. Lockable screens on plant left overnight. Register of lifting gear such as chains slings etc. kept and separate storage facilities utilised. Any further best practice measures to be noted on the Inspection Form.																			
Electricity	110volt only in use, trailing cables managed and PAT testing evident. Temporary supplies tested and certificated 3 monthly as a minimum. LPG Bottles stored / used properly.	Foreseeable risk of injury to workforce, members of the public or building users due to electric shock. Risk of fire or explosion due to overheating or spark production.	240 volts in use (no rod) - Cables in poor condition. Temporary electrical not tested NICEIC. Trailing cables and electrical tools in poor condition. No PAT tags visible or records available. Isolation procedures not being followed. Lock offs. Signage etc..	Isolation clearly signed and controlled. PAT testing available all tools tested. Trailing cables not presenting trip hazards. 110 volt tools in use. Certification available for temporary electrics.	As 3 + Registers of electrical tools and equipment in date and kept current. Isolation signs indicating phone number of key holder. Lock off devices all in place.	As 3 + 4 plus - Authorised Electrical Engineers recognised by sub-contractor. Tool-box talks held on isolation procedures with all electricians in attendance. Any further best practice measures to be noted on the Inspection Form.																			
Housekeeping	Site maintained in good condition, travel routes clear & material stacked / stored safely. Platforms clear of debris. No trip hazards. Clean up notices being utilised where required.	Foreseeable risk of injury or incident due to build up of excessive materials in work areas.	Site in poor condition, with travel routes obstructed, and material not stacked or stored safely. Overflowing skips and waste containers. Scaffold and work platforms obstructed with debris.	All access routes and laydown areas in clean and tidy condition. No build up of excessive materials present on site.	As 3 + Site cleanliness of a high standard. Evidence of clean up notices having been issued where necessary. Waste receptacles placed strategically to allow cleaning regimes to be met.	As 3 + 4 plus "stop work- clean up" cleaning systems in place at start or close of shift. Overshoot regimes in place in finished areas. Any further best practice measures to be noted on the Inspection Form.																			
First Aid	Adequate 1st aid facilities available - first aid box contents checked and named designated 1st aid on site who is identifiable to all on site;	Foreseeable risk to persons on site due to a lack of first-aid facilities and no trained first-aiders.	First aid book short on content. Insufficient facilities for the numbers on site. No trained first-aiders or deputy. No accident book on site.	First Aid facilities available. Nominated First Aider identified and accident book available. 1st Aider identified in induction procedures nominated deputy in place should Site Manager be off-site.	As 3 + First-aid points available throughout the project. Trained first-aiders recognised by hard hat signs or hi-viz jacket. Eye wash stations in place on site.	As 3 + 4 plus First-aid room available on site. Operatives have full knowledge of who first-aid people are and where the location of the first-aid boxes are. (ask question) Any further best practice measures to be noted on the Inspection Form.																			
Environmental issues and Waste Control	Waste controls in place incl run off to drainage etc dust, noise, nuisance mgmt in place. No excessive accumulation of waste on site, hazardous waste separated	Foreseeable risk of contamination and pollution to surrounding environment. Water courses etc. Fire risk caused by excessive waste build up.	Excessive dust and noise levels. Run-offs not controlled. Mud being transferred on to the highway. Waste transfer notes not held. Waste plan incomplete. Waste register not complete. (part of plan). Overflowing waste skips. Hazardous waste details not available.	Dust and Noise levels under control. Waste streams controlled to prevent cross contamination to nearby drains or watercourses. No accumulation of waste and evidence of Hazardous waste being separated and disposed of correctly. Waste plan being completed and registers completed. Transfer notes available.	As 3 + plus noise zones established and dust extraction in use. Drains protected from run-off by covers or other means. Waste removal standards are very high. Special waste disposal controlled. Skips clearly marked for material instruction (where applicable)	As 3 + 4 plus Spill kits on site. Wheel wash utilised to prevent mud or soil being transferred to the highway. Noise barriers being used. Fully segregated waste streams. Details of segregation percentages available. Segregation being carried out on site and procedures being followed by all on site. Any further best practice measures to be noted on the Inspection Form.																			
Office and Welfare facilities	Available & appropriate for numbers on site and in good condition. Notices and Signs posted.	Insufficient or no welfare facilities available on site. No access to the statutory requirements.	Welfare available, but not suitable or sufficient for the numbers on site. Welfare in poor condition and left in a disorderly and dirty condition. No hot water available. No method of heating food. No soap or towels. Welfare being used for materials storage.	Suitable and Sufficient welfare facilities available in place. Hot and Cold Water available and all the statutory requirements are met. Facilities are clean, tidy and free from the storage of site materials and fuels. Electricity certification issued	As 3 + kept in a clean condition. Health and Safety Poster / Alerts displayed. Notice boards are filled in accordance with the Safety Management System. Hand wash facilities and barrier creams in place.	As 3 + 4 plus but with additional facilities such as shower units, hand wash stations including barrier creams, lotions etc. Any further best practice measures to be noted on the Inspection Form.																			
H&S Plan	On site, signed by all the relevant parties (including Contracts Manager) reviewed regularly AND up to date. Temporary site managers acknowledge understanding.	Stop work immediately, H&S Plan not available on site	On site but not signed by all parties with responsibility. Changes to site personnel not reflected in the plan. Work scope changes not reflected in the plan.	On site and up to date and signed by all parties. Relevant to all site activities and being used as a "live" working document. Document register being kept up to date and current. Temporary Managers have signed the relevant sections.	As 3 + evidence of regular reviews and relevant sections of the plan communicated to sub-contractors. All supporting documents are being completed and filed accordingly	As 3 + 4 Plan amended and communicated on a minimum monthly basis. Evidence of changes to the plan as the work has changed or progressed.																			
Method Statements / Risk Assessments	Appraisal carried out for ALL RAMS, control measures communicated including method statements in place for Nobles site activities Amendments requested where required.	Stop task immediately, no risk or method Statement available	Risk assessment and method statement on site but not appraised or operatives not briefed and signatures not in place. No evidence of method statements and risk assessments for direct or agency employees.	Risk assessments and method statements on site and applicable to the project concerned and of a good standard. Evidence of these being fully appraised and evidence of operatives briefed in the contents with signatures obtained.	As 3 + evidence of rejection of poor method statements and risk assessments or non-site specific information. Evidence of on site review and rebrief, all addendums reviewed and issued	As 3 + 4 plus evidence of full compliance and challenges made by operatives or supervision																			
Training	Training records evident for all plant operators, scaffolders, plant operators, mobile tower, CSCS, abrasive wheels, Asbestos Awareness. All copied and held on site.	No evidence of Training records available on site for specific activities. Stop activity immediately.	Training records not held on site or not relevant to tasks being carried out. Site Manager (or Site staff) training short of mandatory MS requirements	Complete and accurate training records kept on site for all required training. Site team have all the mandatory requirements for position held. Copies held of all certification held on site	As 3 + training records reviewed and updated as training needs change. Induction records has the information of all certification held on site. All pictures clearly identifying the individuals who hold the card	As 3 + 4 plus evidence of full training records for all staff and sub-contractors. Evidence of provider checks being completed on cards held. 100% CSCS and all other compliance on site.																			
Induction Process	Evidence of inductions using the required method in place in suitable area and suitable records being taken and kept. Induction has been made site specific and applicable to the project.	No evidence of induction records available on site. Operatives working without having induction stop work and induct immediately.	Evidence of inductions not being carried out for all site operatives, staff and visitors. Induction flip chart not in place and being used. Flip chart not site specific.	Complete and accurate induction records keep on site. Induction flip chart in use and visitors induction in place.	As 3 + all areas of induction register complete including training records column. Inductors numbered in right hand column.	As 3 + 4 plus Induction area created with safety information contained. Re-induction evidence in place for site changes and those not following the site rules.																			
Site inspections	Site inspections undertaken on weekly basis with corrective actions highlighted and closed out. Site completion being carried out by different members of the site team.	No evidence of inspections available on site	Some inspections available on site but not at required intervals and/or actions not closed out. Overflowing skips and waste containers with no changes to actions or observations.	All inspection available at required intervals, completed following a site walk around and completed by the required people. Actions highlighted, noted and closed out.	As 3 + but with evidence of corrective measures closed out in the required timescales. Inspections correctly completed with positive comments included and sub-contractors of note.	As 3 + 4 plus evidence of site briefings / tool box talks carried where required as a result of the inspection. Inspections completed by all levels of management.																			
Registers / statutory inspections	All statutory registers completed as a minimum weekly & all up to date (scaffold, MEWPS, Excavations, Lifting Equipment, Lifting Gear etc.) Defects recorded and actioned.	No evidence of completed register for safety critical plant and / or equipment. Stop use or activity until inspection carried out.	Some registers available but not complete and up to date.	All registers available on site and correctly filled in including those provided by sub-contractors. Plant, Tool and Lifting Gear certification can be easily matched to the equipment in use on site.	As 3 + but with evidence of registers noting defects and items requiring attention and proof of corrective measures completed and closed out	As 3 + 4 plus evidence that registers have been completed throughout the full period of project																			
Permit Systems-	Identified permits in use for excavations, hot work, confined spaces etc.. All fully completed with all information and signed on & signed off dated as required.	Permissible activity being carried out without permit. Stop activity and issue permit.	Permits in use but either wrong permit or not completed correctly. Permit expired or not signed by all parties.	All Permits available on site, completely and correctly filled in and signed off. Evidence the permit has been communicated to the work gang and signatures obtained where required.	As 3 + but with evidence of amendments and changes to the permit as a result of conditional changes or unforeseen events.	As 3 + 4 plus evidence of full compliance Permit and displayed at work areas. Tool box talk evidence of permit controlled activity.																			
Waste Plan	Fully completed on applicable projects and held on site, reviewed regularly AND up to date with regards to transfer note records. Waste removal information available	Special Waste causing potential hazard due to exposure to workers, public or building users	No Waste Plan on site or plan not being followed.	Waste Plan on site and in use with regular reviews	As 3 + evidence of improving recyclable targets	As 3 + 4 plus evidence of segregation at source and sub-contractors waste data included																			
Consultation	Evidence of frequent tool box talks, site meetings and one-to-one consultation. Safety communications are posted in site facilities. Sub-contractor start up meetings are being completed for all trades.	No consultation taking place (lack of induction) No site meetings held regarding safety (where applicable) No evidence of tool box talks.	Consultation taking place at all levels with written records on site. Site meeting minutes produced where required and tool box talks delivered frequently using current and up to date safety communications.	As 3 + but with evidence of actions required being carried out. Minutes of meetings posted on site. Sub-contractor tool box talks being completed in addition to the Principal Contractor.	As 3 + 4 plus with good feed back received due to actions taken and completed. Evidence of the communication on site has been understood and positive action being taken as a result.																				
Signing in / out	Evidence that the signing in / out procedure is in strategically placed AND being adhered to at all times.	Evidence of operatives/staff and visitors not following signing in procedure. Signing in log incomplete. Numbers on site exceed those having signed in.	Complete and accurate signing in / out records keep on site	As 3 + regular checks of numbers of staff on site made against numbers in log	As 3 + 4 plus evidence of non compliance notices/ re-induction sent to offenders																				
Challenging H&S issues	Issues challenged and discussed during the inspection and further evidence that the site is positively encouraging ALL to consider H&S issues. Non-compliance notes being utilised.	No interventions made during site inspection process where breaches and issues where viewed.	Non-compliance notes issued and followed up. Consistent offenders removed from site	As 3 + consistent challenging of issues on site.	As 3 + 4 plus with evidence of satisfactory improvements made and no further issues evident																				
Other:																									

Site Documentation